

CleanCheck[®]
TRAINING SYSTEM

RESTROOM CARE



We
make
clean
simple[®]



Welcome to your CleanCheck Training System

Congratulations, you have made an investment in employee professionalism and performance by selecting the CleanCheck Training System for your staff training and education needs. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment. Complete with bilingual video tutorials, training manuals, on-the-job cards and testing tools, CleanCheck is a thorough program that trains employees and keeps you compliant.

Training Videos

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

Color-coded Product Categories

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards and manual, CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.



Glass Cleaner



Disinfectant



All Purpose Cleaner



Air Freshener



Carpet Care



Degreaser



Stripper



Finish/Wax/Seal



Specialty Cleaner



Laundry Care

Training Manual

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

On-the-job Cards

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card sets based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen.

CleanCheck job cards follow the procedural instructions covered in the video modules, so it's a good idea to have the cards on hand during your staff's initial training. This way, employees can quickly correlate the images on the videos with the cards. In fact, you should encourage employees to check the steps of each procedure as each is completed in the video/DVD. This is a great way to promote audience participation and reinforce use of the jobs cards.



Online Testing, Tracking and Certification

When training is complete, you can reward employees for a job well done. Simple tests and personalized certificates for each area are included with the CleanCheck system. Online testing is available and will provide trackable results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Present these certificates with enthusiasm. Your employees will appreciate you taking pride in their work.

You only get one chance to create a good first impression. This is especially true when talking about your building's restrooms. Restrooms are representative of the overall health and cleanliness of a building, and require a systematic approach to cleaning that maintains a healthy and odor-free environment.

The CleanCheck Restroom manual will guide you through daily and periodic restroom cleaning. In addition to initial training, the laminated CleanCheck cards should be used as routine cleaning checklists to reinforce these proper procedures.

Daily Restroom Cleaning

OVERVIEW OF REQUIRED STEPS

1. Gather Supplies and Apply Personal Protective Equipment
2. Place "Wet Floor" signs.
3. Pick up Debris and Sweep Floor
4. Disinfect Surfaces
5. Replenish Supplies
6. Clean Glass
7. Complete Hard Surface Disinfections
8. Empty Trash
9. Damp Mop/Disinfect Floors

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 4 Air Freshener
- 9 Specialty Cleaner



1. Gather Supplies and Apply Personal Protective Equipment

Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectants, specialty product, can liners, paper products, micro fiber cloths, paper towels, broom and dust pan, swab-type toilet bowl brush, duster or dusting cloths, mop and bucket, and “Wet Floor” or “Out-of-Service” signs.

Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the products being used.

After gathering supplies, fill the mop bucket using your Spartan dispensing system to ensure chemical safety and accurate dilution. Next, place a “Wet Floor” sign outside of the restroom. If possible, also use a sign to indicate the restroom is closed for cleaning.



2. Place “Wet Floor” Signs.



3. Pick up Debris and Sweep Floor

Begin by picking up any obvious trash or debris from the counters and floor. If you are scheduled for periodic high-dusting, this task should be completed at this time as well.

Next, sweep the floor, starting from the farthest point from the entrance and working your way out. Sweep debris into a dustpan and empty into the trash.

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4. Disinfect Surfaces

Using a spray bottle and the Spartan disinfectant of your choice, spray: Soap and towel dispensers; Door knobs and light switches; Sinks, faucets and countertops; Walls and partitions around toilets and urinals; and outside of toilets and urinals, including the toilet tank, toilet seat, flush handles and stall door latches. Do not forget to clean under these surfaces as well.

When disinfecting toilets and urinals, first flush them to be sure they are working properly. Inside the toilet bowl, use a bowl swab to remove the water from the bowl by forcing it over the trap. Press the bowl swab against the side of the bowl to remove excess water from the applicator. Then, apply 1 to 2 ounces of restroom cleaner evenly onto the swab mob. Swab the entire surface area, especially under the rim where the water outlets are located. Do not flush.

For urinals: Remove any screens or blocks and follow the same procedure. Do not flush.

Allow all surfaces to remain wet according to directions on the product label. We will come back to these surfaces in step six.



5. Replenish Supplies

Next, refill or replace hand soap, towels, toilet tissue, and hygiene products where needed. Adequate supplies are a very important part of a user-friendly restroom!

You should also be sure to verify that all dispensers are working properly, and make any adjustments or maintenance calls as necessary.

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6. Clean Glass

Next, you will clean the mirrors. Use the Spartan glass cleaner of your choice and your preferred cleaning tool such as paper towels or, as seen here, a clean, lint-free micro fiber cloth. When utilizing a color coded system, use a blue cloth for glass cleaning. Hold the bottle 8 to 10 inches away from the surface. Spray in an even pattern and wipe dry with your cloth or paper towel. Remember to turn your cloth or towel frequently so that the clean side is always in use.

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7. Complete Hard Surface Disinfection

After checking your product's label to ensure that the appropriate amount of time has passed, use several clean damp cloths to wipe all the surfaces you sprayed previously with disinfectant.

You will also want to complete the cleaning and disinfecting of toilets and urinals. First, swab the inside of each toilet again and flush the toilet. Then, use your cloth to wipe the outside of the toilet, including the handle, tank, seat and base. Repeat this procedure with the urinals.



8. Empty Trash

Empty all trash containers, as well as feminine hygiene product disposal bins. When emptying trash, tie the liner closed and carefully lift it out of the basket. Then place this bag in the trash container on your cleaning cart. Finally, spot clean and disinfect receptacles as needed, or as periodically directed by your supervisor.

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9. Damp Mop/Disinfect Floors

If matting is present on the floor, remove it before mopping. Next, select a red pad, when using a micro fiber system like the one shown here, for damp-mop disinfecting hard floor surfaces.

Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backwards toward the entrance. Be sure to also keep your mop bucket on the unmopped portion of the floor.

As your micro fiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle.

Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place. Continue this process until the entire area is complete. Be sure to follow the instructions on the product label for adequate contact time for disinfecting floors.

Always review your work before leaving the area. When the floor is completely dry, remove the wet floor signs and re-open the restroom for use. Remember to return all equipment to its storage area, and clean your equipment as necessary.

Periodic Restroom Cleaning



1. High-dust vents, light fixtures, and other building surfaces

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2. Prevent odors and maintain clear drains with Consume® products

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3. Remove tough stains and de-scale toilets and urinals with an aggressive Spartan bowl cleaner

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4. Clean and disinfect inside of trash containers and disposal bins